



Gold Beach Public Works is hiring!

KEY RESPONSIBILITIES

- Plan, direct, & review the operation, services & activities of the Public Works Department
- Evaluate department operations & activities for cost effectiveness to ensure optimum use of resources
- Establish appropriate service & staffing levels
- Respond to call outs as needed



Public Works Superintendent

\$62,686 - \$84,240 DOE

+ Generous Benefits Package

This position serves as the director of the Gold Beach Public Works Department, including streets, water treatment & distribution, wastewater treatment & collection, parks, storm water, & facilities maintenance.

Gold Beach is the county seat of Curry County, located on the Southern Oregon Coast. The area is famous for its beautiful range of scenery, world-class salmon & steelhead fishing, & Jerry's Jet Boats. If you're looking for a place to surf, hike, fish, or whale-watch, Gold Beach is the place for you!

Learn more at www.goldbeachoregon.gov

The City of Gold Beach is seeking applicants for the Public Works Superintendent position.

This position, under direction of the City Administrator, serves as the director of the City of Gold Beach Public Works Department (including streets, water treatment and distribution, wastewater treatment and collection, parks, storm water, and facilities maintenance), responsible for planning, organizing, staffing, directing, and coordinating all public works department services. *This position also serves as a wastewater collection and treatment plant operator AND/OR water distribution or water treatment plant operator.* This class coordinates with other city departments and government agencies in preparing for, responding to, and recovering from disasters.

This class is distinguished as being at the department head level having responsibility for oversight of all activities and operations of the City of Gold Beach Public Works Department. Serves as a member of the City Administrator's executive management team. Provides highly responsible and professional staff assistance to the City Administrator and City Council. This position ensures the City of Gold Beach water and wastewater systems are in compliance with state and federal regulations. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with elected officials, city administrative staff, co-workers, vendors, and the general public. This is a full-time, regular, exempt position.

SALARY RANGE (DOE)

\$5,239 - \$7,020 – Monthly

\$62,868 - \$82,240 – Annually

This position posting will remain open until filled. Please visit the City's website: www.goldbeachoregon.gov for a full position description and City employment application

POSTED: October 4, 2022



City of Gold Beach Class Specification **Public Works Superintendent**

Updated 2022

SALARY RANGE

\$5,239 - \$7,020 – Monthly
\$62,868 - \$82,240 - Annually

NATURE OF WORK:

Under direction of the City Administrator, serves as the director of the City of Gold Beach Public Works Department (including streets, water treatment and distribution, wastewater treatment and collection, parks, storm water, and facilities maintenance), responsible for planning, organizing, staffing, directing, and coordinating all public works department services. *This position also serves as wastewater collection and treatment plant operator AND/OR water distribution or water treatment plant operator.* This class coordinates with other city departments and government agencies in preparing for, responding to, and recovering from disasters. The employee of this class is expected to resolve administrative and policy problems for the public works department and to work with other governmental agencies in providing public utility services.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished as being at the department head level having responsibility for oversight of all activities and operations of the City of Gold Beach Public Works Department. Serves as a member of the City Administrator's executive management team. Provides highly responsible and professional staff assistance to the City Administrator and City Council. Work is subject to review for results and conformance with City Council policies by the City Administrator. Work is performed based on program changes assigned by the City Administrator consistent with the principles of modern utilities, parks and streets management. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with elected officials, city administrative staff, co-workers, vendors, and the general public. This is a full-time, regular, exempt position.

SUPERVISION RECEIVED AND EXERCISED:

Receives general administrative direction from the City Administrator or his/her designee.

Supervises all public works staff including a Public Works Assistant Superintendent, a Public Works Treatment Plant Supervisor, Public Works Technician, and a Public Works Operator/Lead Worker.

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to, the following:*

- Plan, direct, and review the operation, services and activities of the Gold Beach Public Works Department; administer the overall operation of the department, including

personnel administration, budgeting, emergency planning and response, and community relations; determine departmental priorities and schedule maintenance and city construction projects; assess community service expectations and requirements and develop appropriate methods to meet service requirements; ensure the maximum utilization of personnel, equipment, and supplies;

- Coordinates department activities, discusses issues, and resolves problems with other departments, outside agencies and organizations;
- Oversee and direct departmental office operations; maintain appropriate records and files; coordinate workflow; prepare reports, agenda items, memoranda, letters and other forms of correspondence; as necessary assist in the bid process for capital projects; maintain fixed assets;
- Develop, plan and implement departmental goals and objectives; develop, recommend and administer approved policies and procedures; coordinate departmental activities with those of other city departments and outside agencies and organizations; provide professional and technical advice and assistance to the City Administrator and City Council on matters related to departmental functions; prepare and present staff reports and answer questions;
- Within City policy, establishes policies and procedures for public works department operations; review departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies;
- Supervise and participate in the development and administration of the department budget; participate in the forecast of revenue, expenses and additional funds needed for staffing, equipment, materials, supplies, and short and long term capital maintenance and capital improvement plans; administer the approved departmental budget; and control the expenditure of departmental appropriations;
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources as necessary;
- Recruit, select, train, supervise, and evaluate public works department staff; plan, organize, select and supervise the work of departmental staff; establish class specifications; job descriptions; and standards of performance, coach, motivate, monitor, correct and evaluate staff performance; develop and implement staff training and safety programs and plans; recommend employee and volunteer recognition, discipline and termination; ensure that city policies and employee agreements are implemented and applied consistently within the department;

- Respond to call outs as needed;
- Assist in development of mutual aid agreements with emergency response agencies in neighboring jurisdictions; direct mutual assistance response when appropriate;
- Research new sources of department funding; prepare and/or assist others in the preparation of grant requests; coordinate the application process and oversees activities related to administration of program grants;
- Evaluate department operations and activities for cost effectiveness to ensure optimum use of resources; make recommendations for changes to strengthen and improve activities and operations;
- Direct and monitor public facilities planning; assist with preparing an annual Capital Improvements Program;
- Represent the department and City and participate in professional and public meetings and organizations, as appropriate; attend staff meetings; participate in mandated training and staff development; respond to and meet with property owners, homeowner groups, businesses, and the public as appropriate; meet with, provide information and negotiate with various regulatory agencies to satisfy their requirements; represent the City as a witness in legal actions, as requested;
- Perform related duties as directed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: public works principles and practices; principles and practices, methods, materials and equipment used in the construction and maintenance of streets, parks, water treatment and distribution, wastewater collection and treatment systems, and storm drainage; public works safety procedures; applicable federal, state and local laws, codes, and ordinances, departmental standard operating procedures and regulations; principles of supervision, training and performance management; principles of municipal budget preparation and administration; and the organization, function and activities of local government;

Skills in: safe operation of public works vehicles, equipment and tools.

Ability to: direct, plan, organize, and manage the activities of a city public works program responsible for streets, parks, water and wastewater systems; accurately estimate material and labor requirements and costs; plan, organize, coordinate, supervise and evaluate the work of public works personnel; select, supervise, train and evaluate public works personnel; stay abreast of new trends, innovations, standards and guidelines in the wastewater collection and treatment, water treatment and distribution, transportation systems, parks management, and disaster preparedness; provide effective leadership during emergency situations; maintain effective working relationships with subordinates, volunteers, officials of other departments

and agencies and the general public; communicate clearly and concisely, both orally and in writing; perform duties effectively during emergencies for prolonged periods of time under extreme conditions; develop and administer departmental goals, objectives, and procedures; analyze and assess programs, policies, and operational needs and make appropriate adjustments; identify and respond to community and organizational issues, concerns, and needs; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; provide administrative and professional leadership and direction; identify and respond to community and City Council issues, concerns and needs; prepare clear and concise departmental reports; analyze, prepare, and manage departmental budget; allocate limited resources on a cost effective and cost beneficial basis; interpret and apply applicable federal, state, and local policies, laws, and regulations; interpret and apply city policies, procedures, rules and regulations; exercise sound judgment in evaluating situations and in making decisions; exercise initiative and act with considerable independent judgment; and establish and maintain effective working relationships.

ACCEPTABLE EXPERIENCE AND TRAINING:

Education: Any combination of education and/or training that would provide an opportunity to acquire the knowledge and abilities previously identified. Normally, graduation from a four-year college or university with major coursework in public administration, civil engineering, environmental science, or other closely related field and specialized training in public works operations and management.

Experience: Any combination of training and experience that would provide an opportunity to acquire the knowledge and abilities listed. Normally, six years of progressively responsible professional experience in public works operations including at least two years of supervisory responsibility.

REQUIRED SPECIAL QUALIFICATIONS, LICENSES, AND CERTIFICATIONS:

Must possess a valid Oregon driver's license; live within a 30 minute response time, the ability to obtain a Wastewater Collection II, Wastewater Treatment Plant Operator II, Water Distribution Operation II, and Water Treatment Plant Operator II and filtration endorsement certifications within two years of hire; certified construction flagger, O.S.H.A. required "Competent Person" certification.

WORKING CONDITIONS:

Environmental Conditions: The work environment characteristics described here are representative of those an employee in this class typically encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an indoor office setting; however, incumbents make frequent visits to field operations and public works development sites, which require climbing and traversing over rough, uneven, and/or rocky terrain.




















Occasionally works near moving mechanical parts and in precarious places; is frequently exposed to wet and/or humid conditions, and occasional exposure to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is typically quiet in office settings and loud at field operation sites.

Physical Conditions: The physical demands listed are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary functions require sufficient physical ability and mobility to: work in an office setting; to stand or sit for prolonged periods of time; verbally communicate to exchange information; walk; use hands to finger, handle, or operate objects, tools, or controls; repetitive hand movement and fine coordination; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; taste and smell; and frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus also are required.

Check if required for essential job function	ACTIVITY	Continuously 67-100%	Frequently 34-66%	Occasionally 0-33%
<input checked="" type="checkbox"/>	Standing		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Sitting – ½ hour or more		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Moving about work area		<input checked="" type="checkbox"/>	
	Bending			<input checked="" type="checkbox"/>
	Stoop Position 1 minute plus			<input checked="" type="checkbox"/>
	Climbing stairs			<input checked="" type="checkbox"/>
	Crawling – hands/knees			<input checked="" type="checkbox"/>

	Reaching overhead			
	Lifting up to 20 lbs.			
	Lifting up to 100 lbs.			
	Lifting overhead			
	Moving/carrying items			
	Dexterity/coordination			
	Keyboard operation			
	Rapid mental/hand/eye coordination			
	Operation of motor vehicle			

NOTE: YOU MAY FILL OUT YOUR EMPLOYMENT & VOLUNTEER HISTORY ON A SEPARATE SHEET BUT SUBMISSION OF THIS COMPLETED FORM IS STILL REQUIRED. IF YOU SUBMIT A SEPARATE SHEET PLEASE MARK "SEE ATTACHED SHEET" IN THE BLOCKS. RESUMES ONLY WILL NOT BE PROCESSED.

EMPLOYMENT & VOLUNTEER HISTORY: PLEASE LIST VOLUNTEER AND EMPLOYMENT EXPERIENCE RELEVANT TO THIS POSITION

Have you ever volunteered with the City of Gold Beach? ☐ Yes ☐ No If yes, when? _____

List all the positions you have held in the past ten (10) years. Begin with your most recent experience. Use additional sheets if necessary.

From:	To:	Employer:	Phone:
Job Title:		Employer's Address:	
Supervisor's Name & Title:		Reason for Leaving:	
Job Duties and Responsibilities:			

From:	To:	Employer:	Phone:
Job Title:		Employer's Address:	
Supervisor's Name & Title:		Reason for Leaving:	
Job Duties and Responsibilities:			

From:	To:	Employer:	Phone:
Job Title:		Employer's Address:	
Supervisor's Name & Title:		Reason for Leaving:	
Job Duties and Responsibilities:			

REFERENCES Please identify at least three work related or personal references other than family members

Name and Occupation:	Phone:	Email Address (if known):

CERTIFICATION: I certify that all statements on this application are true and complete to the best of my knowledge. I understand false or incomplete statements shall be sufficient for disqualification or dismissal. I authorize the City of Gold Beach to make any necessary and appropriate investigation to verify the information contained herein, including authorizing all previous employers/supervisors to give the City of Gold Beach any personal or professional information concerning my volunteer position. I release the City of Gold Beach and my previous employers/supervisors from any liability related to the furnishing of such information.

Signature: _____

Date: _____